



**COMMUNITY DEVELOPMENT COMMISSION
of the County of Los Angeles**

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**Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich**
Commissioners

Sean Rogan
Executive Director

January 19, 2010

Honorable Board of Commissioners
Community Development Commission of the
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Commissioners:

**APPROVAL OF AMENDMENT NO. 2 TO CONTRACT WITH SOCIALSERVE.COM
FOR EXPANDED OPERATIONAL FEATURES OF THE INTERNET-BASED LOS
ANGELES COUNTY HOUSING RESOURCE CENTER (ALL DISTRICTS) (3 VOTE)**

**CIO RECOMMENDATION: (x) APPROVE () APPROVE WITH MODIFICATION
() DISAPPROVE**

SUBJECT

This letter recommends approval of Amendment No. 2 to the Contract with Non-Profit Industries, Inc., dba Socialserve.com, for the expanded operation of the Los Angeles County Housing Resource Center, a website that provides affordable housing listing services for landlords, residents, housing locators and caseworkers in Los Angeles County. The primary purpose of this amendment is to increase the maximum contract amount from \$975,572 to \$1,230,860. The amendment will facilitate the incorporation of additional website functions, on-line geographic information tools, and program marketing and training products related to the Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds, and federal and state Neighborhood Stabilization Program (NSP) funds. This letter also recommends approval of various budgetary actions to incorporate funds for Amendment No. 2 as well as some funds for Amendment No. 1, which was executed on September 22, 2009 with pre-existing authority approved by your Board. The Amendment No. 1 funds include administrative fees necessary for the implementation of a website partnership agreement with the City of Pasadena as previously authorized.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find that approval of Amendment No. 2 to the Contract for Internet-based Housing Database Website Services between the Community



Development Commission (Commission) and Non-Profit Industries, Inc., dba Socialserve.com, for the expanded operation of the Los Angeles County Housing Resource Center website, is not subject to the provisions of the California Environmental Quality Act (CEQA) because the proposed activity is not defined as a project under CEQA and will not have the potential for causing a significant effect on the environment.

2. Authorize the Executive Director to incorporate up to \$318,097, in Homelessness Prevention and Rapid Re-Housing Program funds into the Commission's approved Fiscal Year 2009-2010 budget, of which \$286,288 will be used for the Socialserve.com contract and the balance of \$31,809 will be retained by the Commission for personnel and administrative costs.
3. Authorize the Executive Director to use an amount of up to \$15,000 in Neighborhood Stabilization Program (Federal NSP) funds for Geographic System Information (GIS) mapping features, site modifications, and program marketing and incorporate these funds into the Commission's approved Fiscal Year 2009-2010 budget, as needed, for the Contract between Socialserve.com.
4. Authorize the Executive Director use an amount up to \$15,000 in Neighborhood Stabilization State Program (State NSP) funds for the Contract between Socialserve.com for the purposes above; State NSP funds will be utilized pursuant to execution of the Contract between the State of California and the Commission.
5. Authorize the Executive Director to accept and incorporate a grant of \$50,000 in Fannie Mae Neighborhood Stabilization funds, of which up to \$20,000 would be used for the outreach, marketing and training related to federal and State NSP program activities under the contract with Socialserve.com.
6. Authorize the Executive Director to accept \$15,000 in City of Pasadena Partnership Funds and to incorporate up to \$5,000 into the Commission's approved Fiscal Year 2009-2010 budget, the funds are to be used over a three year period, of which \$10,000 will be used for contract fees to be paid to Socialserve.com and \$5,000 will be retained by the Commission for administrative costs.
7. Authorize the Executive Director to execute Contract Amendment No. 2 between the Commission and Socialserve.com, in substantially final form, from \$975,572 to \$1,230,860 using Homeless Prevention and Rapid Re-Housing Program Federal NSP, State NSP, Fannie Mae

NSP and City of Pasadena Partnership Funds, for the uninterrupted operation and expansion of the Los Angeles County Housing Resource Center website, to be effective following approval as to form by County Counsel and execution by all parties.

8. Authorize the Executive Director to extend, renew or reallocate costs among line items or otherwise amend the Deliverables Payment Schedule in the Contract as needed to implement the Los Angeles County Housing Resource Center Project Scope of Work as amended, following review and approval by the County Chief Information Officer (CIO).
9. Authorize the Executive Director to amend the Contract to extend the term, increase the compensation amount by up to 15% above the amended total, and further expand or amend the scope of services and deliverables in keeping with the purpose of the Contract in order to incorporate housing data from other sources, include new federal or state NSP or Homeless Prevention Rapid Re-Housing Program funds should they become available, and/or further improve website functionality , to be effective following approval as to form by County Counsel, review and approval by the CIO, and execution by all parties.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The purpose of the recommended actions is to approve Amendment No. 2 to the existing contract with Socialserve.com to expand operational features of the Los Angeles Housing Resource Center (LAC-HRC), an internet-based public-access website that provides affordable housing listing services and stimulus fund program information for property owners, residents, housing locators, real estate professionals and stakeholder agencies and organizations in Los Angeles County.

While Amendment No. 1 was executed on September 22, 2009 with pre-existing authority approved by your Board, this Amendment No. 2 requires your approval due to the request for increased contract authority. This Amendment will enable the LAC-HRC to provide and support an on-line Homelessness Prevention Rapid Re-Housing Program (HPRP) pre-screening module and increase the referral and training capacity of the website and support staff. These expanded HPRP operational features were approved by your Board on August 4, 2009.

This amendment also increases funding authority for program and mapping features related to the federal Neighborhood Stabilization Program and extends the 15% funding authority expansion authorized by your Board. Additional program site features include modifications and improvements to a newly developed pre-screening module that is used to assist the public and County departments in determining HPRP program eligibility and provide appropriate referral information. The addition of GIS mapping

features will enhance the LAC-HRC's capability to analyze, market and visually represent program data for both the HPPR and NSP program. The amendment funds will also support the development of additional program marketing efforts to direct housing locators, caseworkers and the public to the website as well as training and support tools to assist all users in utilizing the website tools and features. Marketing and training efforts will continue to place a priority on educating special needs housing locators and County departmental staff on the availability and use of this on-line housing search tool.

The requested authorization to continue the ability to increase contract authority by up to 15% will allow for website improvements and the addition of public benefit features to occur more quickly should additional funds become available through authorized partnerships with local cities or housing authorities, as previously authorized by your Board on March 17, 2009. These partnership agreements help leverage both funding and informational resources through collaborative relationships with regional housing stakeholder agencies.

FISCAL IMPACT/FINANCING

There is no impact on the County General fund.

The recommended actions will authorize the Commission to use HPRP funds for enhanced outreach and marketing services for LAC-HRC. Activities related to NSP features would be funded out of currently approved federal NSP funding. No additional funding is requested.

On March 24, 2009, your Board approved the consolidation of previously approved funding under one Contract. Amendment No. 1 executed on September 22, 2009 added additional deliverables and work changes that were within the pre-approved maximum contract sum expansion authority. This Amendment No. 2 to the Contract will revise the total sources of funding to include HPRP, Federal NSP, State NSP, Fannie Mae, and City of Pasadena Partnership Funds, as follows:

- \$486,130 CEO-IT funds (approved March 24, 2009)
- \$353,500 HPI funds (approved March 24, 2009)
- \$8,942 Federal NSP Funds (approved March 24, 2009)
- \$36,000 Additional Federal NSP Funds (approved September 22, 2009)
- \$286,288 HPRP funds
- \$15,000 Federal NSP Funds
- \$15,000 State NSP funds
- \$20,000 Fannie Mae funds
- \$10,000 City of Pasadena Partnership funds
- \$1,230,860 Proposed new contract amount

A total amount of up to \$318,097 in HPRP funds, \$15,000 in Federal NSP Funds, \$15,000 in State NSP funds, \$50,000 in Fannie Mae NSP funds, and \$5,000 in City of Pasadena Partnership funds will be incorporated into the Commission's approved Fiscal Year 2009-2010 budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On April 4, 2006, the Board of Supervisors approved the HPI, which included a recommendation to establish an internet-based housing database website for Los Angeles County. On December 19, 2006, the Board of Supervisors approved a joint recommendation submitted by the CEO and the Commission, delegating authority to the CEO to execute a sole source agreement with Socialserve.com to create a website called the Los Angeles County Housing Resource Center. This website provides comprehensive listings of subsidized and non-subsidized affordable rental, emergency, transitional and special needs housing vacancies throughout the County. These listings can be accessed by the general public, social service agencies, County departments, and other public agencies.

Since the launch of the website in June, 2007, the number of registered property owners and the number of available rental units has grown steadily. There are currently over 7800 landlords registered, showing a 71% increase over the previous year. The number of available rental units has increased approximately 150% in the last year, with approximately 4500 units currently available or with an open waiting list. The usage of the site by people searching for rental housing has been steady, with over 3.9 million on-line housing searches performed since the website launched. This number reflects housing searches that returned available listings. The high number reflects the fact that people searching for rental housing generally perform multiple searches and make repeat visits to the website.

Additional ongoing HPI funds were approved on November 18, 2008 for the Socialserve contract, provided they were available. We will be returning to your Board in the fall of 2010 to request approval to execute the necessary budgetary actions to transfer these funds, from the CEO to the Commission for this purpose.

On March 24, 2009, your Board authorized the Executive Director to expand the design, development, operation, and associated services provided in conjunction with LAC-HRC. With the assistance of CEO, CIO, County Counsel, and the Special Needs Housing Alliance (SNHA), the LAC-HRC has expanded to better meet the needs of Los Angeles County residents. In response to the foreclosure crisis, under the Neighborhood Stabilization Program, LAC-HRC expanded its' focus to provide foreclosure prevention and information services.

On August 4, 2009, your Board approved projects to be implemented under the Homelessness Prevention and Rapid Re-Housing Program implemented under the American Recovery and Reinvestment Act of 2009. This approval included up to

\$318,097 for the LAC-HRC to expand its operational features to increase homeless prevention assistance to households at-risk of homelessness due to the current economic crisis. At the time of that approval, your Board was advised that an additional Socialserve.com contract authority request would be brought back for approval to implement the HPRP features. Of the \$318,097 authorized, \$286,288 would be used for the Socialserve.com sub-recipient contract, and the balance of \$31,809 would be retained by the Commission for personnel and support costs.

A key component of the expanded features includes the development of a pre-screening module which will create a universal site for determining housing eligibility. Individual users or housing locator professionals will be able to access an online step-by-step questionnaire that will assess eligibility for services funded under the HPRP.

The Commission is the recipient of a \$50,000 grant from Fannie Mae, which was awarded in September, 2009 to support the Commission's neighborhood stabilization efforts within the County. Of that amount, up to \$20,000 will be used for marketing and information services provided under the Socialserve.com contract. The remaining balance will be utilized by the Commission for other eligible uses not related to the Housing Resource Center.

Your Board was informed that the Commission would work with County Counsel, CEO, CIO, and the SNHA to explore potential partnerships with other housing agencies and jurisdictions to reduce ongoing HPI funding costs and develop protocols and services to meet the needs of Special Needs communities in the County. On August 20, 2009, the Commission informed and received support from the SNHA to enter into a Participation Agreement with the City of Pasadena to allow housing data sharing through the development of a Pasadena partner website called the Pasadena Housing Resource Center that mutually benefits the County and Pasadena. This Participation Agreement was approved by the Chief Information Officer and executed on September 23, 2009. The City of Pasadena will pay a fee of \$5,000 per year for the partner website. The purpose and benefit of partner pages such as this is to allow local jurisdictions to format screen content, while still allowing the available unit data to be accessed by all County residents and property owners. The City of Pasadena has also authorized usage of its City seal on the LAC-HRC website to indicate its endorsement and participation in this regional housing database.

An increase of up to 15% funding authority was approved for the Socialserve contract. The funding authority expansion is not a funded contingency and does not require additional County funds. Under Amendment No.1 of the contract, the entire 15% funding authority was utilized. The proposed recommendations will extend previously approved authority to increase the total contract amount by up to 15% if other funding sources should become available. Examples of other funding sources may include additional federal stimulus funds or partnerships with other cities, agencies, or nonprofits within Los Angeles County as well as grant funding from local and national foundations that support housing initiatives.

ENVIRONMENTAL DOCUMENTATION

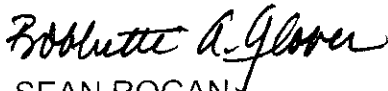
The approval of Amendment No. 2 to the Contract between the Commission and Socialserve.com for the expansion of the LAC-HRC Project is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(3) because it involves administrative activities that will not have a physical impact on or result in any physical changes to the environment. The action is not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378 because it is not defined as a project under CEQA and does not have the potential for causing a significant effect on the environment.

IMPACT ON CURRENT PROJECTS

Approval of the recommended actions will enhance the ability of the Commission to meet time-sensitive requirements of the Homeless Prevention and Rapid Re-Housing and Neighborhood Stabilization Programs. The additional services approved through this LAC-HRC Project expansion will provide benefits to residents of Los Angeles County, including landlords and tenants, as well as housing locators, lending institutions, real estate professionals, and other providers of affordable, special needs, supportive, transitional and emergency housing.

Respectfully submitted,

Reviewed by:





 SEAN ROGAN
Executive Director

RICHARD SANCHEZ
Chief Information Officer

cc: Chief Executive Officer
Acting County Counsel
Executive Officer, Board of Supervisors

Attachments: 3

SR:ls:ln

ATTACHMENT A

SUMMARY OF FUNDING SOURCES AND USES

Contract	Description	Funding Sources	Amount	Status
Primary	Termination of previous CEO –held contract under new consolidated contract between Commission and Socialserve.com	CEO-IT Fund	\$486,130	Partially completed, on schedule
		HPI Funds	\$353,500	
Primary	NSP Funds for initial HERO and ISRP functions	Federal NSP	\$8, 942	Completed
Subtotal			\$848,572	
Amendment 1	NSP target area maps improvements	Federal NSP	\$28,000	Completed
Amendment 1	Additional NSP functions,	Federal NSP	\$8,000	In progress
Amendment 1	HPRP Pre-Screening Tool and address look-up feature	HPRP	\$71,000	Completed
Amendment 1	Pasadena Partnership page	Pasadena	\$10,000	Substantially complete
Amendment 1	Project Contingency	HPRP	\$10,000	
Subtotal			\$127,000	
Amendment 2	HPRP additional outreach functions and pre-screening modifications	HPRP	\$205,288	
Amendment 2	Addition NSP mapping & site modifications	Federal NSP	\$15,000	
Amendment 2	Addition NSP mapping & site modifications	State NSP	\$15,000	
Amendment 2	Fannie Mae – Neighborhood Stabilization marketing grant	Fannie Mae	\$20,000	
Subtotal			\$255,288	
Proposed revised contract total			\$1,230,860	

CIO ANALYSIS

APPROVAL OF AMENDMENT NO. 2 TO CONTRACT WITH SOCIALSERVE.COM FOR EXPANDED OPERATIONAL FEATURES OF THE INTERNET-BASED LOS ANGELES COUNTY HOUSING RESOURCE CENTER (LAC HRC)

CIO RECOMMENDATION: ☒ **APPROVE** ☐ **APPROVE WITH MODIFICATION**
 ☐ **DISAPPROVE**

Contract Type:

☐ **New Contract** ☒ **Contract Amendment** ☐ **Contract Extension**
☐ **Sole Source Contract** ☐ **Hardware Acquisition** ☐ **Other**

New/Revised Contract Term: **Base Term:** N/A Yrs (No change) **# of Option Yrs** Yrs

Contract Components:

☐ **Software** ☐ **Hardware** ☐ **Telecommunications**
☒ **Professional Services**

Project Executive Sponsor:

Budget Information :

Y-T-D Contract Expenditures	\$ 975,572
Requested Contract Amount	\$ 286,288
Aggregate Contract Amount	\$1,230,860

Project Background:

Yes	No	Question
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Is this project legislatively mandated?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project subvented? If yes, what percentage is offset? 39% CEO IT Funds 29% Homelessness Prevention Initiative 5% Federal Neighborhood Stabilization Program 23% Homelessness Prevention Rapid Re-housing Program 1% State Neighborhood Stabilization Program 2% Fannie Mae 1% City of Pasadena
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project/application applicable to (shared use or interfaced) other departments? If yes, name the other department(s) involved? Yes, the following agencies utilize the LAC HRC: CEO, 211-LA County, Dept of Public Social Services, Dept of Mental Health, Dept of Community and Senior Services, Dept of Children and Family Services, Dept of Public Health, Sheriff's Dept., Probation Dept., Commission on HIV/AIDS, Los

		Angeles Homeless Services Authority, Pasadena, Glendale, Long Beach, Santa Monica Continuums of Care, L.A. County Commission on Aging, Area Agency on Aging, Dept. of Mental Health Full-Service Partnerships, Union Rescue Mission, Volunteers of America, Weingart Center, JWCH Institute
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Strategic Alignment:

Yes	No	Question
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project in alignment with the County of Los Angeles Strategic Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Is this project consistent with the currently approved Department Business Automation Plan?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project's technology solution comply with County of Los Angeles IT Directions document? Yes, the CDC is consulting with the County's GIS Officer (GISO) regarding mapping needs, and has agreed to migrate the Housing Resource Center (HRC) Website to the County's portal "look and feel" standards to ensure an optimal end-user experience to site visitors
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Does the project technology solution comply with preferred County of Los Angeles IT standards? The web-based application is developed using Open Source software, which is currently not included in the County's list of preferred standards. Please refer to the "Project Risks and Mitigation" sections below for more information.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	This contract and/or project and its milestone deliverables must be entered into the Information Technology Tracking System (ITTS).

Project/Contract Description:

The Community Development Commission (Commission) is requesting Board approval of an Amendment No. 2 to an existing three-year Agreement with Non-Profit Industries, Inc, dba Socialserve.Com (Socialserve). The requested Amendment will increase the maximum contract authority from \$975,572 to \$1,230,860, and expand the scope of public housing services and information available via the Los Angeles County Housing Resource Center website (LAC-HRC).

Specifically, the requested Amendment will accomplish the following:

- Enhanced development and support of an on-line Homelessness Prevention Rapid Re-Housing Program (HPRP) pre-screening module;
- Development of Geographic Information System (GIS) based tools to support program reporting for the various Federal and State funded housing programs;
- Development of marketing and support tools to assist housing locators, caseworkers and the public in fully utilizing the website tools and features; and
- Authority to increase the maximum contract authority by up to 15% to allow for timely response to additional funding opportunities through authorized partnerships with local cities or housing authorities, as authorized by the Board in March, 2009.

In addition to the specific objectives identified within the amended Scope of Work, the Commission will continue to consult with the Chief Information Office as they develop new partnership, participation or subscriber agreements with other cities within the County, and other Los Angeles County municipalities and housing authorities. The City of Pasadena was the first agency to enter into this partnership, which is a cooperative data-sharing arrangement that ultimately improves the overall value of the LAC HRC.

Background:

In March, 2009, the Board approved a Sole Source Contract to provide internet-based housing services. These services are provided to County departments and the public via the Los Angeles County Housing Resource Center (LAC HRC) website. The LAC HRC provides comprehensive listings of subsidized and non-subsidized affordable rental, emergency, transitional and special needs housing vacancies throughout the County.

Amendment No. 1 to that Agreement, executed in September 2009, expanded the scope of services to include development of a "Partner Page" to support the posting of housing and other related information on the LAC HRC for the City of Pasadena.

Project Justification/Benefits:

The primary purpose of this Amendment is to obtain Board approval of an increased maximum contract sum. The increase will allow the Commission to fully leverage new funding provided by various Federal, State and local agencies as well as allow the Commission to expedite delivery of additional services should additional funding become available.

With regard to the activities currently planned via Amendment No. 2, a number of specific deliverables have been identified within the expanded Scope of Work. The Commission also plans to expand those deliverables, and continues to work with several housing agencies to identify new requirements as additional funding opportunities become available. As the requirements are finalized, the Commission will utilize a well planned Work Order process to manage vendor activities and to achieve the objectives. This existing Work Order process has allowed the Commission to keep pace with new housing information needs, which have grown considerably over the last two years as a result of the changing economy.

Project Metrics:

The Statement of Work and its Schedule of Deliverables and Payments identifies the software and services that will be provided. The payment schedule includes incremental approval of each task and deliverable based on the Commission's final acceptance of each module.

The Chief Information Office will continue to review and approve any changes to the Scope of Work or Deliverables payment schedule, as required in the Agreement.

Impact On Service Delivery Or Department Operations, If Proposal Is Not Approved:

The enhancements provided via this Agreement will yield direct benefits to the public. Those benefits are becoming increasingly important given the current nationwide financial and home foreclosure crises.

Alternatives Considered:

Based on the successful implementation of Phase I of the LAC HRC, no other alternatives were considered.

Project Risks:

Socialserve utilizes "Open Source" software to minimize interface and compatibility issues, and the County may not have the experience or skill sets to maintain the LAC HRC should it become necessary.

Risk Mitigation Measures:

The probability of this risk is very low, as Socialserve is an established firm with a nationwide reputation for effectively hosting these types of housing services.

However, as was established in 2006, Socialserve will continue to provide quarterly database extracts to the County, or now the Commission. This will ensure the Commission has a back-up copy of the LAC HRC data should there be some reason that Socialserve can no longer provide the services.

Financial Analysis:

FUNDING SOURCE	Funding	Funding reserved by Commission (a)	Funding Allocated to SocialServe Agreement
Approved in prior Board action(s) ^(b)			
CEO IT Fund Allocation (March 2009)	\$738,826	(\$252,696)	\$486,130
Homelessness Prevention Initiative (12/07 & 03/09))	\$378,600	(\$25,100)	\$353,500
Federal Neighborhood Stabilization Program (03/09)	\$9,836	(\$894)	\$8,942
Amendment One (approved CDC authority)			
Federal Neighborhood Stabilization Program (09/09)	\$39,600	(\$3,600)	\$36,000
Federal HPRP Funds (09/09)	\$81,000		\$81,000
City of Pasadena Participation Agreement	\$15,000	(\$5,000)	\$10,000
Approval requested in this Board Letter [©]			
Homelessness Prevention and Rapid Re-Housing Program (03/09)	\$237,097	(\$31,809)	\$205,288
Federal Neighborhood Stabilization Program	\$16,500	(\$1,500)	\$15,000
State Neighborhood Stabilization Program	\$16,500	(\$1,500)	\$15,000
Fannie Mae Neighborhood Stabilization Grant	\$50,000	(\$30,000)	\$20,000
Maximum Agreement Budget	\$1,582,959	(\$352,099)	\$1,230,860

^(a) Via prior Board action or requests in the current Board Letter, this portion of the funding has been reserved by the Commission for personnel and Administrative costs. At the Commission's option, it may use its Delegated Authority to allocate these funds to the Agreement, via an Amendment, for unforeseen expenditures related to the scope of services, not to exceed 15% (\$184,629) of the Agreement budget.

^(b) The Commission has previously obtained Board approval and delegated authority to reserve and utilize these funds as referenced in ^(a) above.

^(c) Via this Board Letter, the Commission is requesting approval to reserve and utilize these funds as referenced in ^(a) above.

CIO Concerns:

None. The Commission has been very diligent in efforts to work closely with the CIO and ensure alignment with countywide standards and directions. Over the next year, the Commission plans to work with this Office to migrate the LAC HRC to the standard "look and feel" of the County Portal. The Commission also plans to work closely with the County Geographical Information Officer (GISO) regarding the GIS based aspects of the website.

CIO Recommendations:

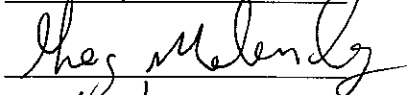
Based on our review of the Board Letter and discussions with County Counsel and the Department, this office recommends approval of the Agreement.

CIO APPROVAL

Date Received: December 22, 2009

Prepared by: Janette Parker

Date: January 5, 2010

Approved: 

Date: 1/5/2010

**AMENDMENT NUMBER TWO
TO CONTRACT FOR
INTERNET-BASED HOUSING DATABASE WEBSITE SERVICES
BY AND BETWEEN
COMMUNITY DEVELOPMENT COMMISSION AND
NON-PROFIT INDUSTRIES, INC. d/b/a SOCIALSERVE.COM**

This Amendment Number Two (this "Amendment") to Contract for Internet-Based Housing Database Website Services (the "Contract") is entered in to this _____ day of January, 2010 by and between the Community Development Commission ("Commission") and Non-Profit Industries, Inc. d/b/a Socialserve.com ("Contractor").

RECITALS

WHEREAS, on March 24, 2009, the Board of Commissioners of the Community Development Commission of the County of Los Angeles ("Board of Commissioners") approved a Sole Source Contract between the Commission and Contractor to provide internet-based housing information; and

WHEREAS, on March 31, 2009, the Commission entered into a Contract for Internet-Based Housing Database Website Services (the "Contract") with Contractor to provide internet-based housing database website services on a website named the Los Angeles County Housing Resource Center (the "LAC-HRC");

WHEREAS, the Board of Commissioners authorized the Executive Director of the Commission to extend, renew or otherwise amend the Deliverables Payment Schedule in the Contract as needed to implement the LAC-HRC Project scope of work approved for funding through the CEO-IT Fund, following review and approval by the County Chief Information Officer (CIO); and

WHEREAS, the Board of Commissioners further authorized the Executive Director of the Commission to amend the Contract to extend the term, increase the compensation amount by up to 15% and further expand the scope of services and deliverables in keeping with the purpose of the Contract, following approval as to form by County Counsel and approval by the CIO; and

WHEREAS, on September 22, 2009, the Executive Director exercised the aforementioned authority and executed Amendment Number One to the Contract to increase the Maximum Contract Sum to \$975,572 for payment of additional Contract deliverables; and

WHEREAS, the Board of Commissioners further authorized the Executive Director of the Commission to develop and execute separate partnership

agreements with other Los Angeles County municipalities to post housing and other related information on the LAC-HRC website; and

WHEREAS, following review and approval by the CIO and County Counsel, the Executive Director entered into a Participation Agreement with the City of Pasadena for shared database and Partner Page development to be paid by the City of Pasadena; and

WHEREAS, the Board of Commissioners further authorized the Executive Director of the Commission to accept and incorporate in the Commission's budget additional funds for the LAC-HRC; and

WHEREAS, the Commission and the Contractor have mutually agreed to incorporate additional features and information in the LAC-HRC and desire to further amend the Statement of Work and Schedule of Deliverables and Payments to the Contract; and

WHEREAS, on August 4, 2009, the Board of Commissioners approved the use of federal Homelessness Prevention and Rapid Re-Housing Program (HPRP) funds for the LAC-HRC, to be effective the date the Commission executes its grant agreement with the U.S. Department of Housing and Urban Development; and

WHEREAS, on July 7, 2009, the Board of Commissioners approved the submission of an application to the State of California for \$4,563,945 in NSP-State Funds, and the receipt of such funding is anticipated to be forthcoming.

NOW, THEREFORE, in consideration of the foregoing and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, it is agreed between the parties that the Contract shall be amended as follows:

1. Paragraph 5.1 of the Contract is hereby deleted in its entirety, and shall be replaced by the following new Paragraph 5.1 to read as follows:

"5.1 The Maximum Contract Sum is \$1,230,860 for the initial three year term of this Contract." Funds and Contract Authority approved by Commission as Contingency Funds shall be available for Commission-approved work items only and any Contract Contingency Funds which are unspent at the termination or expiration of the Contract shall revert back to the Commission.

2. Exhibit A (Statement of Work) of the Contract has been amended as follows: (1) Tasks 16 – 19, inclusive, shall be replaced with the amended Tasks 16 – 19 attached hereto, and (2) Tasks 20 and 21 shall be added as attached hereto. The remainder of Exhibit A (Statement of Work) of the Contract shall remain the same and in full force and effect.
3. Exhibit A – Appendix 2 shall be replaced in its entirety with the amended Appendix 2 attached hereto.
4. Exhibit B (Schedule of Deliverables and Payments) of the Contract has been amended as follows: (1) Tasks 16 – 19, inclusive, shall be replaced with the amended Tasks 16 – 19 attached hereto, (2) Tasks 20 and 21 shall be added as attached hereto, and (3) the Schedule of Task Costs shall be replaced in its entirety with the amended Schedule of Task Costs attached hereto. The remainder of Exhibit B (Schedule of Deliverables and Payments) of the Contract shall remain the same and in full force and effect.
5. All other terms and conditions of the Contract shall remain in full force and effect.

IN WITNESS WHEREOF, Commission has, under authority delegated by its Board of Commissioners, caused this Amendment Number Two to Contract, and Contractor has subscribed its name by and through its duly authorized officer, as of the day, month, and year first written above.

COMMUNITY DEVELOPMENT COMMISSION
OF THE COUNTY OF LOS ANGELES

By _____
SEAN ROGAN
Executive Director

APPROVED AS TO FORM:
ROBERT E. KALUNIAN
Acting County Counsel

By _____
Senior Deputy County Counsel

REVIEWED AND APPROVED
RICHARD SANCHEZ
Chief Information Officer

By _____

**NON-PROFIT INDUSTRIES,
INC. d/b/a
SOCIALSERVE.COM**

By _____
VAN L. GOTTEL
Chief Executive Officer

56-2173215
Taxpayer Identification

EXHIBIT A

STATEMENT OF WORK

Amended Sections

STATEMENT OF WORK

INTERNET-BASED HOUSING DATABASE WEBSITE SERVICES

Amendment Two – Revised Tasks

Task 16.0: Neighborhood Stabilization Program

Implement website features that market housing programs developed by the Commission that are related to the Neighborhood Stabilization Program activities created under the Federal Housing and Economic Recovery Act of 2008.

Develop website functions to market the Commission's HERO and ISRP Programs which are coordinated with current Commission single family first-time homebuyer programs. Add expanded functions, as requested, if the Commission's implementation of the NSP Programs expand.

Work currently in place under initial contract and projected expansions include:

- Develop HERO, HERO-State, and ISRP Program Icons. Update program explanations as requested
- Develop HERO II Icon if funding is approved
- Coordinate Listings of Fannie Mae foreclosure properties in HERO – eligible neighborhoods
- Create mapping capability that delineates different program areas for NSP I, NSP State and NSP II (if applicable)
- Create supporting webpages, as requested, to explain programs, mapping features, FAQs, and downloading options as requested

Task 16.0 Deliverables

- 16.1 Delivery and Commission acceptance of Mock-up of HERO/ISP Listings.
- 16.2 Delivery and Commission acceptance of Service Launch of HERO/ISP Listings
- 16.3 Delivery and Commission acceptance of Functional Requirements for Dynamic Layer Shading for GIS Mapping
- 16.4 Delivery and Commission acceptance of Complete Prototype for Dynamic Layer Shading for GIS Mapping
- 16.5 Delivery and Commission acceptance of Service Launch of Dynamic Layer Shading for GIS Mapping
- 16.6 Dynamic Layer Shading Retention Release
- 16.7 Amendment #1 additional NSP work order authority
- 16.8 NSP mapping, marketing, travel, training, site modifications
- 16.9 NSP State site modifications, marketing, travel, training

Task 17.0: Homelessness Prevention and Rapid Re-housing Program

Implement marketing and pre-screening functions as a sub-recipient of federal Homelessness Prevention and Rapid Re-housing program funds authorized under the federal American Recovery and Reinvestment Act of 2009.

Phase I work shall include:

- Attend County HPRP meetings and participate in phone calls to perform discovery and analysis of Los Angeles County HPRP program implementation
- Develop HPRP pre-screening form that can be posted on the website for use by County residents and Departments
- Develop additional functions needed to assist in verification of HPRP eligibility and next-step referral process to assist County residents interested in how to apply for HPRP programs
- Manage information and reporting for HPRP activities as a sub-recipient of HPRP funds, and comply fully with all federal requirements for HPRP reporting and determination of eligible uses of funds
- Develop Phase II estimate to provide personnel support with program marketing
- Launch Beta test address look-up feature
- Begin trial period of Rent Comparability Feature
- Ongoing pre-screening page changes, as requested by County
- Travel, training, site support

Phase II work shall include:

- Full subscription to Rent Comparability tool with training and support
- Finalize Address Lookup feature
- Marketing/ outreach/ training
- Ongoing website changes requested by County
- Call Center support
- Reporting
- HPRP Project Management

Task 17.0 Deliverables

- 17.1 Delivery of a first draft of Functional Requirements for Online pre-screening tool
- 17.2 Commission acceptance of complete prototype of online pre-screening tool
- 17.3 Commission acceptance of HPRP pre-screening tool service launch
- 17.4 Provide training and support materials as outlined in Functional Requirements

- 17.5 Provide HPRP sub-recipient reports and data as required by federal program requirements and Commission CDBG Division
- 17.6 Beta test Address Lookup Feature/ Rent Comparability trial
- 17.7 HPRP Address Lookup Feature acceptance

- 17.8 Rent Comparability Tool – two year subscription
- 17.9 Marketing and landlord outreach
- 17.10 HPRP site support, website changes, travel, training, reporting
- 17.11 HPRP call center support
- 17.12 HPRP flexible funds by work order
- 17.13 HPRP sub-recipient project management

Task 18.0: Pasadena Participation Agreement

Perform discovery, attend meetings, and participate in development of potential partner page for Los Angeles County cities and agencies to participate in the Housing Resource Center database, while also having a related website with partner-specific banner that links to the Project.

Participate in demonstration project with City of Pasadena in accordance with attached Participation Agreement, as finalized and executed by Commission, Contractor and Pasadena Redevelopment Agency.

Task 18.0 Deliverables

- 18.1 Execution of Participation Agreement
- 18.2 Launch of Pasadena Housing Resource Center website
- 18.3 Annual renewal #1
- 18.4 Annual renewal #2

Task 19.0: Apartment Association Participation Agreements

Implement Partner Page for Apartment Association of Greater Los Angeles (AAGLA) if directed by Commission.

Participate in meeting, phone calls and discovery tasks to determine feasibility of using the Housing Resource Center as the AAGLA website for landlord vacancy listings.

This work item authorizes implementation of an AAGLA Partner Page upon execution of a Participation Agreement and Commission identification of funding or contingency sources to pay for implementation. Payments would be approved

through Work Orders and available contingency funds or other sources to be identified.

Task 19.0 Deliverables

- Deliverables for this marketing effort will be specified and approved through work orders.

Task 20.0 Fannie Mae Grant Funded Marketing

Participate in CDC-coordinated marketing efforts for the website and features associated with NSP programs and eligible for reimbursement by Fannie Mae grant funds awarded to the CDC.

Task 20.0 Deliverables

- Deliverables for this marketing effort will be specified and approved through work orders.

Task 21.0 Emergency Housing and Disaster Response Services

Provide emergency housing information and services to L.A. County's Office of Emergency Management, HUD and/or Department of Homeland Security / FEMA as requested by Commission.

Task 21.0 Deliverables

- Provide emergency housing information and services to the County's Office of Emergency Management, HUD, and/or the Department of Homeland Security/FEMA. Deliverables for this marketing and outreach effort will be specified and approved through work orders, if applicable, should funds be available.

Exhibit A - Appendix 2

APPROVED WORK ORDERS AND SCOPE OF WORK EXPANSION

SUMMARY DESCRIPTION:

The following additional work and contract authority is hereby authorized and appended to the original Scope of Work dated March 31, 2009.

AMENDMENT #1			
Work Order #	Description	Funding Source	Amount
Proposal dated Aug. 17, 2009	Develop dynamic layer shading – mapping overlay of County GIS Shapefiles Tasks 16.3 – 16.6	NSP/ Fannie Mae Grant	\$28,000
Per Commission Project Director	Additional authority for NSP-related work orders for ongoing site changes for NSP, NSP II and/or NSP State funds. Task 16.7	NSP, If applicable: NSP II, NSP State Funds, Fannie Mae Grant	\$8,000
Proposal dated September 4, 2009	Homelessness Prevention and Rapid Re-Housing (HPRP) Pre-Screening and Referral Assistance Phase I – Basic on-line Pre-Screening Tool Tasks 17.1 – 17.5	HPRP	\$71,000
Per Commission Project Director	Contract Flexible Funds - to allow for incorporation of approved HPRP work orders Task 17.6	HPRP	\$10,000
Per Commission Project Director	Authority to implement Pasadena Participation Agreement, if approved by all parties Task 18	City of Pasadena	\$10,000
		TOTAL	127,000

AMENDMENT #2			
Work Order #	Description	Funding Source	Amount
Proposal dated December 2, 2009	HPRP sub-recipient grant Phase II	HPRP	\$205,288
Per Commission Project Director	Additional authority for NSP-related work orders for ongoing site changes for NSP, NSP II and/or NSP State funds.	NSP, NSP State	\$30,000
Grant award letter dated Sept 15, 2009	Fannie Mae Grant for Neighborhood Stabilization marketing and outreach	Fannie Mae	\$20,000
		TOTAL	\$255,288

EXHIBIT B

Amended Sections

SCHEDULE OF DELIVERABLES AND PAYMENTS

SCHEDULE OF DELIVERABLES AND PAYMENTS

Deliverable – NSP FUNDED Single-Family and Foreclosure Listings and associated functions	Deliverable Payment	Estimated Timeframe *
16.1 Commission Acceptance of Mock-up of HERO/ISP listings	\$4,471	2 weeks from NTP
16.2 Commission Acceptance of Service Launch of HERO/ISP listings	\$4,471	4 weeks from NTP
16.3 Dynamic Layer Shading – Delivery and Commission Acceptance of Functional Requirements for Dynamic Layer Shading for GIS Mapping	\$8,400	No later than 30 days from Amendment #1 execution
16.4 Dynamic Layer Shading – Delivery and Commission Acceptance of Complete Prototype	\$8,400	No later than 45 days from Amendment #1 execution
16.5 Dynamic Layer Shading – Commission Acceptance of Service Launch	\$8,400	No later than 60 days from Amendment #1 execution
16.6 Dynamic Layer Shading – Retention Release	\$2,800	Upon Commission approval of website function – at least 30 days after service launch
16.7 Amendment #1 additional NSP work authority	\$8,000	As requested and authorized by work order
16.8 Additional NSP mapping, marketing, travel, training, site modifications	\$15,000	As requested and authorized by work order
16.9 NSP State site modifications, mapping, marketing, travel and training	\$15,000	As requested and authorized by work order

Deliverable – Homelessness Prevention and Rapid Re-Housing (HPRP) Pre-Screening and Referral Assistance – Phase I – Basic On-Line Pre-Screening Tool	Deliverable Payment	Estimated Timeframe
17.1 Delivery and Commission Acceptance of HPRP Pre-Screening Functional Requirements	\$18,000	No later than 15 days from Amendment #1 execution
17.2 Delivery and Commission Acceptance of HPRP Pre-Screening Complete Prototype	\$18,000	No later than 30 days from Commission acceptance of Functional Requirements
17.3 HPRP Pre-Screening Service Launch - Beta	\$18,000	No later than 15 days from Commission acceptance of Complete Prototype
17.4 HPRP Pre-Screening - Training, Maintenance, Supporting	\$4,750	Payment may be requested after 30 days of

Documentation, Release of Retention		uninterrupted performance from Service Launch and Commission acceptance of training and support
17.5 Provide HPRP sub-recipient reports and data as required by federal program requirements and Commission CDBG Division	\$4,750	After two successive Quarterly Performance Reports have been filed and approved by Commission
17.6 HPRP address lookup – Beta Initial trial – rent comparability	\$5,000	As requested and authorized by work order
HPRP Contract Phase Two		
17.7 HPRP address lookup feature acceptance	\$3,000	Upon Commission approval of Beta system
17.8 Rent Comparability Tool – two year subscription	\$21,000	Start date will be February 1, 2010
17.9 HPRP marketing and landlord outreach	\$55,000	Funds must be expended within two years from date of this contract amendment
17.10 HPRP marketing and landlord outreach	\$55,000	Funds must be expended within two years from date of this contract amendment
17.11 HPRP site support, additional web pages and amendments, travel, training, reporting	\$52,521	Funds must be expended within two years from date of this contract amendment
17.12 HPRP Call Center Support	\$24,000	Billed at \$10/ call
17.13 HPRP flexible funds	\$31,104	Upon approval of work requests
17.14 HPRP project management	\$18,663	Billable at 10% of HPRP Task Invoices

Deliverable – Pasadena Partner Page	Deliverable Payment	Estimated Timeframe
18.1 Execution of Participation Agreement		No later September 30, 2009
18.2 Partner Page launch	\$5,000	No later than 90 days from execution of Participation Agreement
18.3 Partner Page renewal year two	\$2,500	Annual anniversary
18.4 Partner Page renewal year three	\$2,500	Annual anniversary

Eligible Work Order Item	Deliverable Payment	Estimated Timeframe
19.1 AAGLA Partner Page	TBD by work order	As requested and authorized by work order

Eligible Work Order Item	Deliverable Payment	Estimated Timeframe
20.1 Fannie Mae grant funded marketing activities	TBD by work order	Work Order

Eligible Work Order Item	Deliverable Payment	Estimated Timeframe
21.1 Emergency Housing for Disaster Response	n/a	As requested

SCHEDULE OF TASK COSTS

Task/Deliverable Based Fees		
Task 1 Phase I Control Document		20% of Task Costs outlined below are payable upon Commission Acceptance of Control Document.
Task 2 Saved Search Feature/ Phone Capacity		This item is displayed as an equipment expense below.
Task 3 Install GIS Overlays		\$9,720
Task 4 Develop Regional Search Capacity		\$10,000
Task 5 Single Family Listings and Foreclosure Resources		\$19,500
Task 6 Public Housing Information Page		\$3,240
Task 7 Senior Housing Information Page		\$3,240
Task 8 Reporting and Performance Measures		\$8,300
Task 9 On-line Housing Program Registration System – Discovery Phase		\$12,000
Task 10 Phase II Control Document		
Task 11 On-line Housing Program Registration System Implementation		\$31,000
Task 12 Searchable Resource Database		\$58,320
Task 13 Subsidized Housing Inventory		\$54,000
Task 14 – Develop Regional Master Plan		\$10,300
Task 15 Electronic and Print Marketing Support		
Sub Total		\$ 219,620
Annual Maintenance Fee		
Year 1 Base Fee (existing contract – 9 months remaining)		\$151,500
Year 1 Fee Increase (CEO IT Fund Scope of Services)		\$45,000
GIS Update Fees		\$6,600
For-Sale Housing Support/Updates		\$4,000

Year 2 Base Fee (existing contract - 12 months)		\$202,000
Year 2 Fee Increase (CEo IT Fund Scope of Services)		\$45,000
GIS Update Fees		\$6,600
For-Sale Housing Support/ Updates		\$4,000
Year 2 Searchable Resource Database Support		\$20,000
Year 2 Subsidized Housing Inventory Support		\$6,000
Year 2 Housing Program Database Support		\$2,300
Year 3 Housing Program Database annual update		\$29,000
Sub Total		\$ 522,000
Equipment Costs		
Phone Center Upgrade		\$3000
Subscription Service Costs		
Saved Search Feature - Year 1		\$1,200
Saved Search Feature - Year 2		\$1,200
Saved Search Feature - Year 3		\$1,200
Travel and Training Reimbursement		
Year 1		\$36,110
Year 2		\$42,400
Marketing, Graphics Reimbursement		\$12,900
Sub Total		\$98,010
NSP PROGRAM COSTS		8,942
TOTAL CONTRACT COST		\$848,572
Amendment #1 Contract Authority Increase		\$127,000
Amendment #2 Contract Authority Increase		\$255,288
REVISED CONTRACT COST		\$1,230,860